



## **EXPRESSION OF INTEREST FOR HOUSING AND RELOCATION SERVICES**

**Eni Rovuma basin B.V. – Mozambique Branch, Upstream Delegated Operator of Area 4,** invites interested companies to submit expressions of interest (**"Expression of Interest"**) with service providers duly qualified to provide reliable and professional assistance for housing and relocation services in the Republic of Mozambique.

**Service providers must have at least five years' experience delivering the requested services.**

### **SCOPE OF WORK**

The Scope of this Contract includes the following activities:

- Arrangement of short and/or long temporary housing needs including searches for suitable accommodation with escorted viewings;
- Submit negotiation proposal of house leases as per Company's instructions and requirements;
- Setting up house leases agreements for Company and managing payments to landlords;
- Coordination of yearly price indexing;
- Move in services including key handover, and property check in;
- Ensuring housing is compliant to both Company and Mozambican HSE standards;
- Liaise/Coordinate with landlords regarding repairs, maintenance, problems fixing etc;
- Set up and administer utilities: electricity, heating, TV, internet, parking etc;
- Mediate damage claims from landlords;
- Arrangement of transportation services for furniture;
- Issuing monthly housing reports on real estate market, showing current properties, those in termination and any other relevant information required;
- Arrangement of full cleaning process prior to handover included cleaning carpets and curtains if required;
- Move out inspections and formalities;

- Assistance with termination of leases;
- Notification to Tax office and Population register of a move/departure.

In addition the service provider may be requested to:

- Assist Employees to obtain a Mozambican bank account and advise the required documentation
- Assistance with obtaining driving license
- School visits and assistance with application forms, including registration.

The bullet points listed above are not a complete list, but gives examples of disciplines and competence areas where Company is requesting services.

## **DOCUMENTATIONS REQUIRED**

Companies interested in this invitation may submit their *Expression of Interest* by providing, through the website indicate below, the following required documentations:

1. Company and Group Structure with the list of major Shareholders and ultimate beneficiaries (if not listed in the stock exchange);
2. Scanned Certified copy of the Trade Register, Legal Entity name and contact person for receiving qualification and commercial information;
3. Documented proof of experience in provision of housing and relocation services for Oil & Gas Industry in the last 10 years. The details of experience to be provided in the format given herein;
4. Documented professional references released by international customers;
5. Documented proof of experience in execution of housing and relocation services in Africa and location of office in Mozambique;
6. Quality Management System Manual in compliance with International Quality Standards (ISO 9001:2008);
7. Quality Management System certifications and/or certificates proving the Company compliance with National or International Quality Standards (e.g. ISO 9001:2008);
8. Latest Balance Sheet/Annual Report of the company registered in Mozambique and the latest consolidated Balance Sheet/Annual Report of the company group (if applicable) proving minimum financial capacity for the realization of the scope of work;
9. Any other information that will establish that the company is capable of fulfilling the scope of work.

Companies interested in this invitation may submit their Expression of Interest by registering the company on our website (Mozambique Application):

[https://esupplier.eni.com/PFU\\_en\\_US/autocandidaturaEniRovumaBasin.page](https://esupplier.eni.com/PFU_en_US/autocandidaturaEniRovumaBasin.page)

**IMPORTANT:**

The submission must refer to the Public Announcement both object and dates and also to the following commodity code:

**SS10AA05 - HOUSING, RELOCATION & REAL ESTATE AGENCY SERVICES**

Within the website application, under the section "Object of the Application", the area "Origin of invitation" shall be completed as follows: "*HOUSING AND RELOCATION SERVICES*".

Subject to the delivery and compliance of all the above documentation, Companies interested in this Expression of Interest may receive from Eni Rovuma Basin BV the Qualification Package.

Eni Rovuma Basin B.V. will evaluate the above requested documentation and, if satisfied, will include the applicant in its Vendor List for consideration in future tender processes regarding the subject activities.

This is not an invitation to participate in the abovementioned potential Tender but only an invitation to participate to the Expression of Interest.

This enquiry shall not be considered an invitation to bid and therefore it does not represent or constitute any promise, obligation or commitment of any kind on the part of Eni Rovuma Basin B.V. to enter into any agreement or arrangement with you or with any company participating in this pre-enquiry.

Consequently all data and information provided within the application shall not be construed as a commitment on the part of Eni Rovuma Basin B.V. to enter into any agreement or arrangement with you, nor shall they entitle your company to claim any indemnity from Eni Rovuma basin B.V.

All data and information provided pursuant to this enquiry will be treated as strictly confidential and will not be disclosed or communicated to non-authorized persons or companies except Eni and its affiliates.

The deadline for submission of Expression of Interest through our website is set to **31<sup>st</sup> August 2018.**

For any additional questions please contact us at the following address:  
[erb.suppliersselfcandidature@eni.com](mailto:erb.suppliersselfcandidature@eni.com)

Any cost incurred by interested companies in preparing the Expression of Interest shall be fully born by Companies who shall have no recourse to either Mozambique Rovuma Venture or to Eni Rovuma Basin BV Mozambique Branch in this respect.